

# Repair & Replacement Instructions ■

Versa® Conference Seating

Seat & Back Replacement

October 2015



Figure 1

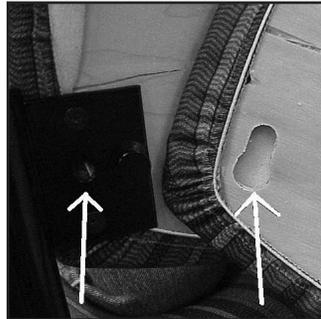


Figure 2

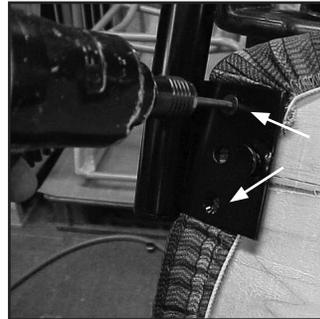


Figure 3

1. Disengage scissor clips (three or five) along the top edge of the backrest by carefully inserting a flat head screwdriver between the backrest halves and prying apart (Figure 1).
2. Once the scissor clips are loose, pull straight up on the shroud (about 3/4") and then out to release the back tab rivet from the keyhole in the shroud. There is one rivet on each side (Figure 2).
3. Remove the four back screws; two from each back tab. Once removed, the back will fall free from the frame (Figure 3).



Figure 4



Figure 5

4. Seat can be removed before or after the backrest. Remove the four seat screws with a #2 Phillips bit and the seat & seat shroud will fall free from the frame (Figure 4).

**Note:** If installing backs that were manufactured after May 2, 2011 to frames that were manufactured before May 2, 2011, **screw #12.0867 is used**. Proceed to step #5.

**Note:** If installing backs that were manufactured before May 2, 2011 to frames manufactured before or after May 2, 2011, **screw #12.0901 is used**. Proceed to step #9.

**Note:** Correct screws must be used.

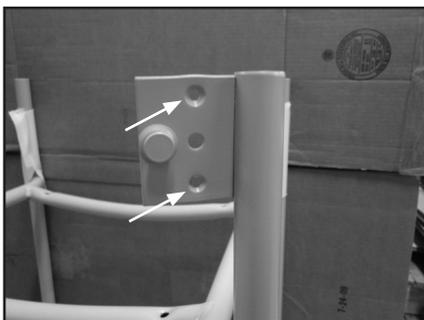


Figure 6



Figure 7

5. Frame has two back tabs (Figure 5).
6. Each back tab has three holes. The top and bottom hole are used to attach the back (Figure 6).
7. Using a 9/32" drill bit, drill the top holes of each back tab to a larger diameter (Figure 7).



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

CAUTION

## ■ Versa® Conference Seating - Seat & Back Replacement

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8. Next, drill the bottom holes of each back tab with the same  $\frac{9}{32}$ " drill bit (Figure 8).
9. Place seat upside down and place seat pan on top of seat. Invert frame, and place it on top of seat pan so that the holes in the frame line up with the holes in the seat pan. Install seat screws in four locations (Figure 9).
10. Position back on frame and **install correct screws** (see notes at step 4) in two locations on each of the back tabs. Screws should be torqued to 80-100 in/lbs (Figure 10).
11. Align back shroud keyholes with rivets on the back tabs. Push shroud in then down to lock the shroud against the back (Figure 11).
12. The three or five scissor clips in the back panel will line up with the holes in the back (Figure 12).
13. Once aligned, push the locking clips into the holes in the back. Assure the shroud is secure by gently tapping the back of the shroud, over the clips, with the rubber end of a mallet. Be very careful not to damage fabric (Figure 13).



Figure 8

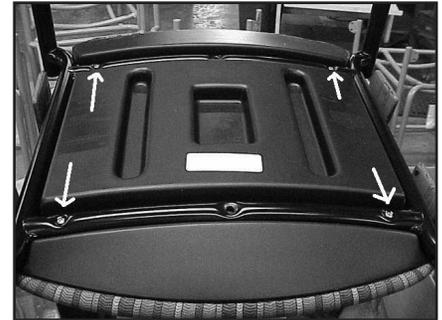


Figure 9

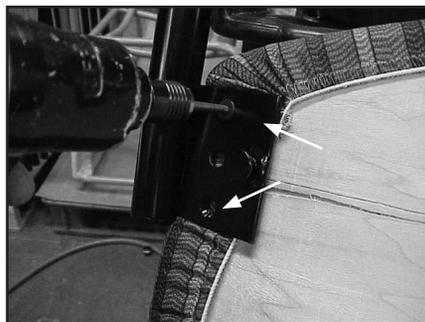


Figure 10

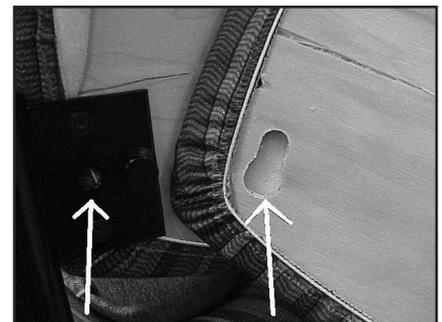


Figure 11

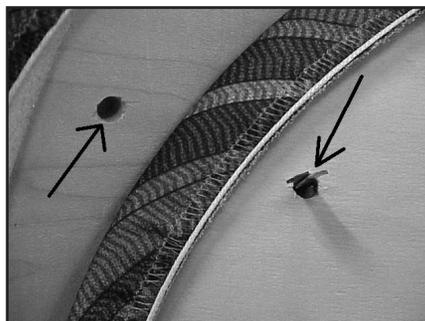


Figure 12



Figure 13